

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

Lateral Reassignment Opportunity For Technical Support



SALARY RANGE: \$34,628.13 - \$48,398.13 (A12)
\$39,457.23 - \$55,413.51 (A15)

WORKWEEK: 35 Hour Work Week

POSTING PERIOD FROM: April 12, 2018

TO: April 26, 2018

OPEN TO: ☐ Unit Scope: _____ ☐ Division Wide
☒ Department Wide (open to Treasury Employees)
☐ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of Revenue and Enterprise Services
Business Services
Commercial Information Recording
33 West State Street, 5th Floor
Trenton, NJ 08608

JOB DESCRIPTION:

Under supervision collects, reviews and verifies data from forms, claims, applicants, returns, assessments, proposals, and error listings, determines the completeness and accuracy of information, benefits, and/or liability reported or calculated; makes routine eligibility, award, and liability determinations and calculations; does other related duties as required.

NOTE: The ideal candidate will have good communication and writing skills.

REQUIREMENTS: Open to Treasury employees who have permanent status in either of the below listed titles:

Technical Assistant
Technical Assistant 2 Treasury

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: Tech Support)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.pdf>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer